
OVERVIEW

FOM 915A is a sub-section of FOM 915 that outlines program policies specific requirements for the child welfare continuum of care model.

Unless otherwise identified in this manual item, contracted child placing agencies operating under the child welfare continuum of care model and the consortium sub-contractors must comply with all applicable child welfare federal and state laws as well as MDHHS child welfare policies; see [FOM 915, Policy Compliance](#).

TRANSFER OF CASE MANAGEMENT RESPONSIBILITY

If child protective services (CPS) has transferred case responsibility to foster care and the child is returned home within seven days of removal, case management responsibility must revert to CPS.

If a child will be in out-of-home care for seven days or less, CPS must retain case management responsibility.

PLACEMENT SELECTION AND STANDARDS

Notification of Placement Changes

The consortium must notify the assigned performance-based funding specialist in writing of all placement changes within three calendar days of any placement change. All placement changes must be entered into MiSACWIS within one business day of the child's placement move.

Unrelated Caregiver

The Placement Agency Foster Care (PAFC) director must approve the DHS 3130A, Relative Placement Home Study.

**PLACEMENT
EXCEPTION
REQUESTS****Proximity to the
Child's Family and
Children with High
Risk Behaviors**

A placement must not be made if it will result in one or more of the following:

- More than 75 miles from the home from which the child entered custody.
- Any foster child identified as being at high risk for perpetrating physical violence or sexual assault against other children being placed with other foster children not so determined.
- Placement in a home with an adjudicated juvenile sex offender.

Note: If a juvenile is adjudicated for a sexual offense after placement, then a placement exception request is required to maintain the placement.

Placement Exception Request Approval Path

PAFC caseworker → PAFC supervisor → PAFC director.

**Number of
Children in a
Licensed Foster
Home**

A placement must not be made in a licensed foster family home if it will result in one of the following:

- More than three children in foster care in the home.
- More than five total children, including the foster family's birth and/or adopted children.
- More than three children, including the foster family's birth and/or adopted children, under the age of three residing in a foster home.

Placement Exception Request Approval Path

PAFC caseworker → PAFC supervisor → PAFC director → assigned Division of Child Welfare Licensing (DCWL) consultant → DCWL director.

**Emergency or
Shelter
Placements****Emergency or Shelter Placement Exception Approval Path**

PAFC caseworker → PAFC supervisor → PAFC director → consortium chief operating officer.

**Pre-Ten Placement
Exception
Requests**

Placement of children less than 10 years of age in residential or other institutional settings of **any** kind requires an approved residential placement exception by the consortium chief operating officer prior to placement.

Pre-Ten Placement Exception Requests Approval Path

PAFC caseworker → PAFC supervisor → PAFC director → consortium chief operating officer.

**Emergency
Institutional
Placements for
Pre-10-Year-Olds**

The request must be made **prior to** placement to the consortium chief operating officer.

Pre-10 Waiver Placement Exception Request Approval Path

PAFC caseworker → PAFC supervisor → PAFC director → consortium chief operating officer.

**Residential
Placement
Exception Request**

Residential placement exceptions must be completed and approved by the identified person **prior to** the placement occurring. All exception requests must be completed in MiSACWIS.

**Residential
Placement
Exception Request
Approval Path****Initial Placement and exceed 12 Months**

PAFC caseworker → PAFC supervisor → PAFC director → consortium chief operating officer.

90 Days of Initial Placement

A residential placement exception request must be completed within 3 months of the date of initial residential placement.

PAFC caseworker → PAFC supervisor → PAFC director.

6 Months and 9 Months of Initial Placement

PAFC caseworker → PAFC supervisor → PAFC director → consortium director of care coordination.

**Placement of
Abuse/Neglect
Wards in a Non-
Secure Juvenile
Justice Program**

The consortium must refer children to providers with an established state juvenile justice residential contract.

Cross-program placement of an A/N youth into a juvenile justice residential facility requires written or verbal consent from the child's Lawyer-Guardian Ad Litem (L-GAL), the court, and an approved residential placement exception request (PER) from the Division of Child Welfare Licensing (DCWL) prior to placement. The residential PER must be completed in MISACWIS by the consortium and routed to DCWL for approval. The initial residential PER must contain the following information in the narrative:

- A list of all contracted abuse/neglect placement efforts, including, program name, person contacted, date of referral and reason for rejection.
- A statement acknowledging consent was obtained by the L-GAL and the court, the date consent was obtained, and any other pertinent information shared by the L-GAL and/or the court regarding the placement, if applicable.

After the PER for a JJ program has been approved in MISACWIS, a residential record must be created by the Juvenile Justice Assignment Unit (JJAU). To create the residential record, the consortium staff member must email the following information to the JJAU at JJAU@michigan.gov:

- Youth's first and last name.
- MISACWIS person ID.
- MISACWIS case ID for the open foster care case.
- Provider name.
- Provider ID.
- Placement begin date.
- Service type.
- Service description.
- Name and phone number of foster care worker/supervisor to contact with any questions.

Placement of Abuse/Neglect Wards in a Secure Juvenile Justice Program

Placement of children who are temporary, permanent court or state wards for abuse/neglect into secure juvenile justice residential programs is prohibited.

RELATIVE ENGAGEMENT AND PLACEMENT

Relative Licensing Waiver MiSACWIS Approval Path

The PAFC caseworker must route the DHS-875, Waiver of Foster Home Licensure Relative Caregiver and Relative Placement Home Study to the PAFC supervisor for review and routing.

If the PAFC supervisor agrees with the recommendation, the PAFC supervisor must review and route to the PAFC director for review and approval.

The PAFC director must review and provide final approval.

The waiver must be reviewed and approved by the PAFC director annually. The waiver must be signed by the relative annually and uploaded into MiSACWIS; see [FOM 923, Annual Review](#).

EDUCATIONAL SERVICES

Online Education Program Exception Requests-Age

Requests must include documentation that the PAFC director has agreed with the decision.

PERMANENCY PLANNING-PPFWR AND APPLA

Permanency Goal Achievement

The PAFC director must submit the approved permanency plan packet to the consortium director of care coordination for final approval.

CASE MANAGEMENT OF DUAL WARD

MDHHS Supervised Juvenile Justice

When a youth has an open foster care case **and** the youth has been referred under MCL 400.55(h) or committed to MDHHS under 1974 PA 150, all reporting and casework policy requirements for the foster care program must be completed by the consortium and/or subcontractors. All reporting and casework policy requirements for the juvenile justice program must be completed by the MDHHS juvenile justice specialist; see [FOM 722-06D, Case Management of Dual Wards](#).

If the youth must be placed in a community-based placement, such as a licensed foster home or independent living, based solely on the youth's delinquency status, the MDHHS juvenile justice specialist must record the placement as a paid placement. If the youth must be placed in a state run or private, contracted juvenile justice residential treatment facility based on [JJ4 410, Placement Selection Criteria](#), the MDHHS juvenile justice specialist must use the juvenile justice assignment unit (JJAU) placement process using a MiSACWIS JJAU Placement Referral, as outlined in [JJ7 700, MDHHS Supervised Juvenile Justice Youth](#). JJAU will record the placement as paid or unpaid based on information provided at the time of the JJAU Placement Referral.

The following placement exception requests, when recorded by the consortium, require approval from MDHHS prior to placement occurring, in addition to the PAFC director or consortium Chief Operating Officer:

- Emergency or shelter placement more than 30 days; see [JJ4 410, Independent Living](#).
- Pre-Ten Waiver.
- When a youth's age is outside of the admission criteria grid; see [JJ7 700, Juvenile Justice Assignment Unit Placement Process](#).
- When the youth's placement will cause the facility to exceed contracted bed capacity; see [JJ7 700, Juvenile Justice Assignment Unit Placement Process](#).
- When a juvenile justice youth will be placed in an abuse/neglect residential treatment program due to a court order specifying the placement; see [JJ7 700, Juvenile Justice Assignment Unit Placement Process](#).
- When a youth will be placed in a non-contracted program; see [FOM 903-04, Purchased Care Payment Procedures](#) for additional requirements of the Non-Contracted Placement Approval Process.

Court Supervised Juvenile Justice

When a youth has an open foster care case and the youth is also a temporary delinquent court ward supervised by the court, all

reporting and case work policy requirements for the foster care program must be completed by the consortium and/or subcontractors and documented in collaboration with the court probation officer, see [FOM 722-06D, Case Management of Dual Wards.](#)

ADOPTION

Referral to Adoption

Adoption referrals are initiated by the consortium. After acceptance of an adoption referral, the agency may not transfer the case back to the consortium except upon the written approval from the consortium Chief Executive Officer. The consortium must track all adoption case transfers and case transfer reason.

FOSTER AND ADOPTIVE PARENT PREPLACEMENT AND ONGOING TRAINING

The current state required foster and adoptive parent training program is the Foster PRIDE/Adopt PRIDE curriculum. Alternative curriculums may be considered upon review and approval from the Children's Services Agency's deputy director of policy and programs. Requests for use of alternative curriculums must include:

- Curriculum Name.
- Crosswalk outlining how Foster PRIDE/Adopt PRIDE required topic areas are addressed in the alternate curriculum.
- Plan for pre and post testing for foster and adoptive parents.
- Oversight plan to assure fidelity to the training plan and content.
- Policy describing pre-placement and ongoing training requirements.

Requests must be sent to Child-Welfare-Policy@michigan.gov.

If an alternative curriculum is approved, the consortium must maintain the approval memo and provide the memo upon MDHHS request.

